

## POST IV-2

1. Name of Recruit ( <i>Please print</i> )  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>LAST</span> <span>FIRST</span> <span>MIDDLE</span> </div>	2. Recruit Class Number (if appropriate)	3. Date of Recruit Class (if appropriate)
EMPLOYING AGENCY:		POST ID #  <div style="display: flex; justify-content: space-between; font-size: small;"> <span>____ - ____ - ____ Last 4 of SSN</span> <span>____ - ____ - ____ 1<sup>st</sup> Four Letters of First Name</span> <span>____ DAY of Birth</span> </div>
4. Name of Training Officer(s)	5. Trainer's Assignment	6. Training Dates  From:              To:
1.		
2.		
3.		
4.		
<p>This training guide is a listing of basic juvenile probation responsibilities, tasks and procedures. The Training Officer (J.T.O.) will use this guide during the training of a recruit. The J.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the J.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The J.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the J.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the J.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>		
7. I have been instructed in all items as recorded in this jail training guide.   (Signature of Recruit)	8.   Date	
9. Reviewed by   (Signature of Trainer -Title)	10.   Date	
11. I attest that the above-named recruit has satisfactorily completed the prescribed Training program.     <div style="margin-top: 20px;">SIGNATURE OF AGENCY HEAD</div>		